Mississippi State Department of Health
Office of Health Informatics
ThreatScreen Production Userid
Request Form Procedure

1.   Every organization should have a designated primary or secondary
      security contact which will be responsible for completing the MSDH
      ThreatScreen Production User Request Form (TS3-2). This form will
      be used for additions, deletions and modifications.

2.   This form will be sent to either the ThreatScreen contact for hospitals
      or the ThreatScreen contact for EMS companies/MSDH.

3.   The ThreatScreen contact will either approve the request form and
      forward it to the Information Resource Manager in the Office of Health
      Informatics or reject the request form giving justification for the
      rejection.

4.   The Information Resource Manager will enter the user into the
      ThreatScreen application and notify the user via letter what the user's
      userid and password will be. This process may take up to 5 working
      days to process the request.

5.   A user will not be added to the ThreatScreen Application without the
      necessary paperwork and approvals due to Mississippi Department of
      Auditing and HIPAA requirements.